



**JOB OPPORTUNITY
ACCOUNTING MANAGER-GENERAL LEDGER
UNCLASSIFIED**

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Open To: The Public

Location: Bradley International Airport - Windsor Locks, CT

Job Posting No: CAA-1605

Hours: Normal Schedule Monday to Friday – 8:30 a.m. to 5:00 p.m., may be required to work beyond normal schedule.

Salary Range: \$85,753-\$128,629

Closing Date: August 26, 2016

Position Summary:

As a member of the Connecticut Airport Authority (CAA) management team, this position is responsible for managing the daily functions of the Accounting General Ledger function. This position is responsible for establishing sound accounting policies and procedures, and setting goals & objectives for the Accounting staff. The position manages a staff of 3-5 employees and is responsible for training, guiding the staff in applying appropriate accounting procedures. The position is expected to identify accounting best practices and implement process change(s) to gain efficiencies while maintaining internal controls. Works on an interdepartmental basis with other managers and staff to assist on achieving established organizational goals.

About the Connecticut Airport Authority:

The CAA owns and operates Bradley International Airport as well as 5 General Aviation Airports throughout the state of Connecticut and employs approximately 150 people. The CAA generates over \$70 million in annual operating revenues and directs an annual operating expense budget in excess of \$65 million. CAA Finance offices are located at Bradley International Airport in Windsor Locks, CT.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Assist in managing the daily accounting activities at Bradley International Airport and the five General Aviation Airports
- Manage and oversee the accurate and timely monthly/annual accounting close
- Prepare monthly financial statements and review Executive reporting package
- Perform financial statement analysis and review account reconciliations
- Review and post monthly journal entries
- Review and approve monthly cash transfers
- Manage cash disbursement process and monitor overall cash flow
- Coordinate accounting for airport's bond portfolio and debt issuances
- Assist in annual credit rating agency surveillance
- Lead and facilitate the annual financial audit
- Guide and monitor the annual budgeting process of >\$60M in Revenues, >\$50M in Operating Expenses including ongoing actuals vs. budget variance analysis
- Ensure compliance with GAAP/GASB and applicable State of Connecticut and CAA accounting policy
- Design and implement policies & procedures and internal controls
- Direct appropriate set-up of accounting ERP systems
- Evaluate impact of proposed regulations and legislation
- Supervise, lead and develop accounting staff
- Perform other related duties as assigned

SUPERVISORY RESPONSIBILITIES: Manage the General Ledger function of the Accounting/Finance unit and oversight of employees covered by applicable collective bargaining agreements.

QUALIFICATIONS: To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily and independently. The requirements listed are representative, but not necessarily all-inclusive of the knowledge, skill, and/or ability required:

- Self-motivated with strong work ethic and sense of accountability
- Strong organizational skills with the ability to prioritize and meet deadlines
- Detail oriented with sound judgment and strong analytical skills
- Considerable interpersonal skills and the ability to interact with and coordinate with airport partners including airlines, consultants, contractors, tenants, lessees, businesses, State, federal, regional and local officials and other departments within the CAA
- Considerable knowledge of management principles, practices and techniques
- Considerable knowledge of accounting & finance administration, state/federal laws and regulations pertaining to best accounting procedures
- Managing and directing employees covered under collective bargaining agreements
- Considerable interpersonal, oral and written communications skills

An individual serving in this position must be able to successfully undergo a thorough background and security screening, including being fingerprinted, drug screening and maintain required security clearance during the duration of employment

EDUCATION/EXPERIENCE:

- Bachelor's degree from an accredited college or university with a major in accounting, finance or a closely related field
- At least Five (5) years of progressive experience in Accounting and Finance
- At least Two (2) years of experience in a supervisory capacity in Accounting/Finance
- Strong financial background and demonstrated problem solving and analytical skills
- CPA/MBA preferred
- Proficient in MS Office Applications with advanced working knowledge of MS Excel
- Working knowledge of accounting ERP systems (JD Edwards experience highly desirable)
- Ability to lead, train and develop staff
- Experience with airport/aviation related financial management activities a plus
- Experience with real estate/property management activities preferred
- Experience with Job Cost accounting a plus
- Knowledge of GAAP compliance and procedures

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Walking throughout the terminal to visit tenants and other business partners.
- Prolonged sitting and viewing a computer monitor
- Visiting the General Aviation Airports and other properties related to duties and responsibilities
- Miscellaneous travel to other state, federal, business partner, or other sites as necessary to effectively perform the duties and responsibilities of the position

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Climate controlled office environment at the State's largest commercial airport
- Airport environment where high levels of security are maintained
- Duties may require exposure to the elements, and various modes of transportation

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CAA Employment Application located on this page:

www.ctairports.org/employment, a letter of interest and a resume to the email address below. **State of Connecticut employees** should also submit the previous 2 service ratings and previous 12 months' attendance history to be considered.

**Connecticut Airport Authority
Human Resources
Administration Offices, Terminal A, 3rd Floor
Windsor Locks, CT 06096**
lupton@ctairports.org

THE CAA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER